



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 June 2019

Reference: LBN/CO/IC/85/19

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**Country:** Lebanon

**Description of the assignment:** LTA – National Legal Consultant for the Integrated Solid Waste Management System.

**Project name:** Strategic Support to the Ministry of Environment – ID 00116271.

**Period of assignment/services:** 10 months with a maximum of 50 working-days.

Proposals should be submitted online through the UNDP job site at <https://jobs.undp.org/> no later than; **19 July 2019 at 11:59 PM Beirut Local Time. Proposals will not be received through email.**

Any request for clarification must be sent in writing to the e-mail [Procurement.lb@undp.org](mailto:Procurement.lb@undp.org). The UNDP Procurement Unit will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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### 1. BACKGROUND

Based on Law 80 of October 2018, the Ministry of Environment is currently preparing the strategy and structures needed to implement an integrated solid waste management system in Lebanon. To date, the country has been relying on either emergency plans created post-crisis and on outdated legislation or fragmented ones. Legislation tackling Solid Waste Management (SWM) have been indirectly addressing the issue and roles and responsibilities of national partners.

The law aims at establishing the framework regulating SWM in Lebanon, for both non-hazardous and hazardous waste. The main principles it introduces include:

1. Set environmental principles related to SWM;
2. Set priority in reduction of waste generation and disposal;
3. Promote source separation and recycling as well as waste treatment and energy recovery, prior to disposal;

4. Address cost recovery issues;
5. Re-define the institutional framework for solid waste management

In specific and according to article 10 of the law, the MoE is responsible to develop the National Strategy on ISWM which will be adopted by the CoM. Moreover, the ISWM law has requested in article 13 the establishment of a National Solid Waste Management Authority and the development of several applicable decrees and decisions. This Authority is set to be as a new structure involved in SWM having financial and administrative independence which will govern the development of the projects that will ensure the implementation of National Strategy.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

The purpose of the consultancy is to support the MoE in the development of the legal decrees, decrees and other texts to meet the requirements of the ISWM law (80/2018).

### **Key Tasks and Responsibilities**

Under the overall guidance of the UNDP Solid Waste Advisor, the UNDP team at the Ministry of Environment (MoE), and in full consultation with the national focal point at the Ministry, the Consultant will assume the lead responsibility of preparing the outputs mentioned herewith as a minimum:

1. Provide expert opinion on legal matters related to solid waste management, including administrative law, environmental law, international law, etc.
2. International literature review on legislation covering Solid Waste sector with particular focus on the European Union policies
3. Revise elaborate and comment on draft legislation proposed by MoE
4. Assist in drafting laws, application decrees and ministerial decisions for solid waste management, including but not limited to decrees such as:
  - National Solid Waste Management Authority (its system and scope of work)
  - Ministerial Decisions:
    - Local Solid Waste Management Programs
    - Coordination Committee ToRs:
    - Collection and Sweeping for Municipalities
5. Establish and support the MoE in the development of the legal aspect of the National Solid Waste Management Authority System, and its scope of work.
6. Advise on environmental compliance and enforcement from a legal perspective, including prosecution and suggest innovative approaches to strengthen compliance
7. Assist the ISWM MoE project and/or UNDP in any other legal issues related to the sector

### **Methodology**

The methodology of work shall consist of desk review of relevant legal document, project documentation, national and international reports, scientific publications and other resource tools in addition to direct consultations with key local stakeholders and data providers. The UNDP and MoE teams will provide the consultant with all the technical reports that are available and will also be available to provide guidance and directions to support in the development of the outputs as needed.

For additional information, please refer to ANNEX I – Terms of Reference

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- University degree in Law.
- Master 's degree in Environmental Law is an asset

#### II. Years of experience:

Minimum 15 years of relevant professional experience.

#### III. Technical experience:

- Experience of the Lebanese public sector and/or national public legislative context.
- Knowledge of the UN is an asset.
- Experience in the field of environmental policy is an asset.

#### IIV. Competencies:

- Proficiency in the English and Arabic language.
- Demonstrable analytical skills, such as an extensive list of publications, etc.
- Excellent interpersonal and communication skills as well as ability to establish and maintain good relationship with stakeholders.

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

#### (I). Technical **Proposal**:

(i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**

(ii) **Explaining why** you are the most suitable for the work

(iii) P11 (Personal History Form) including past experience in **similar projects** and at least **3 references**, mentioning the references' e-mails addresses.

### 5. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

The Contract will specify a daily fee, and monthly payments will be made to the awarded Individual Consultant as follows:

Daily Fee x Number of Days Worked per Month = Monthly Payment

In this respect, the consultant shall take into consideration the following:

- i. A daily working fee must be all inclusive;
- ii. An IC time sheet must be submitted by the Contractor.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the format of Appendix a - Annex III.

**Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## **6. EVALUATION**

Individual consultants will be evaluated based on the following methodology:

**Cumulative analysis**

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

*\* Technical Criteria weight; [70%]*

*\* Financial Criteria weight; [30%]*

*Only candidates obtaining a minimum technical score of 70 points would be considered for the Financial Evaluation.*

Criteria	Weight	Max. Point
<b><u>Technical Competence</u></b>	<b>70%</b>	<b>100</b>
Academic Qualifications (relevant) University degree in Law: 18 points Master's degree in Environmental law: 3 points Relevant trainings/certificates: Additional 4 Points		25
Years of Relevant Experience 15 years: 18 points 1 additional point for each extra year		25
<b>Technical Experience</b> Experience of the Lebanese public sector and National Laws and legislations: 15 points Experience in the field of environmental policy is an asset: 5 points Knowledge of the UN is an asset: 5 points		25
<b><u>Interview</u></b>		25
<b><u>Financial (Lower Offer/Offer*100)</u></b>	<b>30%</b>	<b>100</b>
<b><u>Total Score</u></b>	Technical Score * 0.7 + Financial Score * 0.3	

### How to apply:

The consultancy is open for all national consultants who meet the selection criteria and propose a competitive fee. Interested consultants are requested to apply only through this UNDP jobs portal.

Submissions through any other media will not be considered.

The application must include all of the following documents:

1. P11,
2. Annex 3 (Offerors Letter) and
3. Financial proposal

All files shall be submitted in one single document and uploaded as word or PDF file to the UNDP job site.

It has been observed that bidders don't submit all requested documents and thus reducing their chance to be selected for a contract with UNDP. before you submit your offer please revise that the application is complete and comprises all four (4) documents.

Incomplete applications will not be considered.

## **ANNEXES**

### **ANNEX I - TERMS OF REFERENCE (TOR)**

### **ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS**

### **ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**